

NH ARMY NATIONAL GUARD



WARRANT OFFICER VACANCY ANNOUNCEMENT

DATE: 27 February 2003

ANNOUNCEMENT NUMBER: NH 03-303 (AR) AGR

POSITION TITLE, SERIES/GRADE:

Military Personnel Technician 420A
CHIEF OFFICER BRANCH

MAXIMUM MILITARY GRADE AVAILABLE CW4

FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

AREA OF CONSIDERATION

MERIT All current NHNG AGR Warrant Officer and **those AGRs** eligible to become a Warrant Officer

CLOSING DATES

MERIT 26 March 2003

DUTY LOCATION

New Hampshire Army National Guard
HQ STARC, MILPO

TYPE OF APPOINTMENT

PERMANENT AGR

MAXIMUM RANK AND MOS

This position requires that the incumbent be militarily assigned to an MOS 420A Personnel position within the unit of assignment. Selectee, if not MOS qualified, must become qualified within the first 12 months of assignment.

FOR ADDITIONAL INFORMATION

Contact MSgt Delores Lamson, at DSN: 684-9331, commercial (603) 225-1331, fax (603) 225-1212, e-mail delores.lamson@nh.ngb.army.mil, or kandy.fredette@nh.ngb.army.mil., DSN 684-9327 or commercial (603) 225-1327. Other job postings are available at www.nhpeas.ang.af.mil/hro/JOBS/index.htm.

INSTRUCTIONS FOR APPLYING

MERIT: 1. Short written request that you're interested in the position, include announcement number/title. 2. Last five NCOER/OERs 3. Copy of DA Form 2-1.

Applications must be received in the Human Resource Office (NHAG-HR) NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above.

MAIL RESTRICTION

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a government fax machine. Applications may be *received* at NHAG-HR by government fax but sent by commercial fax at sender's expense.

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

QUALIFICATION CRITERIA: (If you do not meet these qualifications or your application does not include the information needed you will not be interviewed for the position)

- Moral and physical qualifications for appointment as a Warrant Officer are listed in National Guard Regulation 600-101.
- Professional qualifications are listed in Army Regulation 611-112.
- Applicant must successfully complete a Warrant Officer Technical/Tactical Certification within 2 years of appointment.
- Be a SGT (E5) or above
- Have a minimum of four years experience in CMF 75 series MOS
- Be a CMF 75 BNCO graduate
- Have 6 semester hours of college level English
- Have 18 months experience supervising CMF 75 series soldiers documented on NCOER

POSITION DESCRIPTION

Manages activities for the officer and warrant officer corps of the New Hampshire Army National Guard. Provides technical guidance to individual officers and command both verbally and in writing. Actions all request for accessions, transfers, reassignments, promotions, branch transfers, and separation. Manages the States Order of Merit List (OML) Program, which requires notifying officers to be considered, preparing board packets, and coordinating board membership, and preparing and maintaining the list. Responsible for the annual Officer Selective Retention Board (SRB) to include identifying and notifying those soldiers requiring review, ensuring that records are available and accurate, coordinating board, and preparing board report for submission to NGB. Notifies and assists with packet preparation the individual officers that fall into the zone of consideration for DA Mandatory Selection Board in St. Louis. Prepares requests for monthly Federal Recognition Boards and submits board result to National Guard Bureau for federal recognition orders. Prepares Warrant Officer Vacancies and reviews applications for eligibility. Assists individual soldiers with preparation of predetermination for Warrant Officer packets.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LTC, NHANG
Director of Human Resources